

Professional and Managerial Branch
Cultural Group
Museum Series

ARCHAEOLOGY MUSEUM ASSISTANT EDUCATION CURATOR

06/03(AIS)

General Purpose

Under general supervision, coordinate the day to day archaeology volunteer tour guide (docent) training and public education activities.

Typical Duties

Develop, prepare and conduct the docent program. Involves: Research changing and permanent exhibition contents. Prepare training materials. Teach archaeological and formal guide training classes. Assess effectiveness of training. Monitor, coach and correct volunteers' job performance. Adjust training package to improve tour content. Prepare and communicate team members work schedules and records. Respond to tour inquiries. Schedule and conduct gallery tours.

Develop, prepare and conduct museum's public education programs. Involves: Research and write exhibition brochures, press releases, gallery guides and related interpretive materials. Prepare written materials for publication and distribution. Assist in developing and coordinating plans, promotions and gallery events. Conduct public education programs and presentations for schools, civic and service organizations, and other public and private organizations as directed. Guide support staff in making formal presentations.

Perform related duties as assigned. Involves: Perform specified duties during temporary absences of supervisor, coworkers or subordinates as qualified to maintain continuity of normal services as assigned. Maintain activity records, and prepare related special and recurring status and results reports. Assist supervisor in training and orienting less knowledgeable employees by explaining and demonstrating job duties performed. Participate in special projects as assigned.

Knowledge, Abilities and Skills

- Considerable knowledge of archaeology, anthropology, museum and research methodology.
- Good knowledge of archaeological education principles, practices and techniques.
- Ability to apply teaching and program coordination techniques.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the public.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to prepare reports and maintain records.
- Skill in safe operation and care of motor vehicle, training aid equipment, and power and hand tools.

Other Job Characteristics

- Frequent standing to make public presentations.
- Occasional bending, stooping, crouching, climbing and working on ladders and lifts.
- Occasional exposure to disagreeable chemicals and fumes.
- Occasional lifting, carrying and transporting materials, artifacts, displays and moderate weight objects (up to 50 pounds).
- Occasional driving through City traffic.
- Occasional exposure to varying weather conditions.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's Degree in Archaeology, Anthropology or Museum Studies.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Work extended hours, weekends and holidays on a rotating or as needed basis.